

IN CASE OF EMERGENCY

Dear Resident:

In home address _____ we are extremely happy to have you as a resident. We hope that your home is as comfortable as it can possibly be. However, we know that situations can arise that are beyond anyone's control. The following are considered emergencies and emergency numbers that you should keep handy.

FOR AFTER HOURS MAINTENANCE EMERGENCIES, CALL:

- Electrical – any major electrical problem or power outage
- Oven/Refrigerator – if appliance is completely out.
- No Water/Water Leaks – any water leak that is causing or may cause structural damage (does not include leaky faucets)
- Sewers – any major sewer backup or toilet stoppage in a unit with one bathroom
- Resident lockouts – \$ after office hours (Office Hours are Monday – Saturday 8am-6pm)
- Window replacement or entrance doors- when security factors are involved
- No A/C or heat- if temperatures or health factors make it necessary

FIRE DEPARTMENT

- Emergency – call 911 Non-emergency – call: XXXXXXXX

POLICE DEPARTMENT

- Emergency- call 911 Non-emergency- call: XXXXXXXX

In case of crime or fire, after notifying the local law enforcement authorities, you should then notify the office or answering service at:

We at care about each of our residents, however, you can appreciate, and no one can guarantee your safety. The best safety measures you can take are the ones you yourself perform as a matter of common sense and habit. Please remember that your security is the responsibility of yourself and the local law enforcement agencies.

Sincerely,

Authorized Agent Date Signed

ALL RESIDENTS MUST SIGN:

Resident Date Signed

Resident Date Signed

Resident Date Signed

